



City of Torrance - Community Services Department

Park Building Meeting Reservation Policy



The City of Torrance Park Buildings are available to Torrance based non-profit organizations for use as meeting rooms for their members. Meeting rooms are available from 6:00am to 10:00pm on weekdays and 5:00 to 10:00pm on weekends. Organizations must show proof of insurance and have a current non-profit 501(c)3.

The following park buildings are available for non-profit meeting use:

Park	Address	Capacity
Alta Loma Park	26126 Delos Drive, Torrance, CA 90505	40
El Nido Park	18301 Kingsdale Avenue, Redondo Beach, CA 90277	30
El Retiro Park	126 Vista Del Parque, Redondo Beach, CA 90278	65
Greenwood Park	1520 Greenwood Avenue, Torrance, CA 90503	25
La Romeria Park	19501 Inglewood Avenue, Torrance, CA 90503	35
McMaster Park	3624 Artesia Boulevard, Torrance, CA 90504	50
Sea Aire Park	22730 Lupine Drive, Torrance, CA 90505	50
Sur La Brea Park	23610 Cabrillo Avenue, Torrance, CA 90501	40
Walteria Park	3855 242 nd Street, Torrance, CA 90505	40

Meeting rooms are available at no cost to the non-profit organization provided they meet the following criteria:

- Groups requesting the non-profit discount must provide their IRS issued 501(c)3 number which will be verified on the IRS website *
- Long-term users are required to show proof of insurance (see insurance section below)
- The activity is a sit-down gathering of members of an organization, club, or group
- The activity is not a class, sport, dance, exercise session, or physical training event
- No admission can be charged for the meeting
- No custodial programs are allowed, i.e. babysitting, day care, after-school club, etc.

Park Building Fees			
Resident Non-Profit	Non-Resident Non-Profit	Resident Private	Non-Resident Private
No fee	\$40 per hour	\$40 per hour	\$50 per hour

How to Make a Reservation:

1. Walk-In: City Hall, West Annex Building, 3031 Torrance Blvd. Torrance, CA 90503.
2. E-Mail & Fax: Forms can be found at www.TorranceCA.Gov/Services/Parks/Park-buildings.
3. Mail: City of Torrance, Attn. Facility Booking Office, 3031 Torrance Blvd., Torrance, CA 90503.

Additional Booking Policies

Proof of Residency

Proof of residency is required for Torrance residents to receive the resident rate. Proof can come in the form of the following: current driver's license, utility bill, car registration or car insurance. The applicant and resident must be the same person and main point of contact.

*New troops from Boy Scouts of America & Girl Scouts of Greater Los Angeles do not need to provide the non-profit number or insurance since we already have on file.

Weekend Bookings

Groups requesting weekends between 8am – 5pm must follow the Park Building Party Reservation Policy regardless of event type.

Long-term Permits

All long-term groups must pay a \$25 key deposit. One-time groups may leave a credit card on file or pay the key deposit while they have the key checked out.

Long-term groups that must pay fees may enroll in monthly billing or pay the entire balance in advance. For monthly billing, an invoice will be e-mailed by the 15th of the month and is due, prior to use, by the 1st of the month. Credit card authorization must be completed for payment to be processed.

Donations are not mandatory but will be accepted and a receipt will be provided. Payment must be made in person or by mailed check payable to City of Torrance.

Service Projects

If your non-profit group is interested in giving back, please contact the Facility Booking Office. Past projects have included park clean-ups, landscape beautification & park bench painting. Waivers must be signed by each participant or parent/ guardian to participate.

General Park Policies

- Amplified Sound (microphones, speakers, DJ's, bands, etc.) are not allowed in park buildings. Small radios/ Bluetooth speakers are acceptable at a low volume.
- No alcoholic beverages of any type are allowed on City parks or fields, or in any park facility (Municipal Code 49.2.6). Smoking is prohibited at ALL city parks (Municipal Code Section 49.2.11).

Proof of Insurance

Prior to use of the building, the applicant must provide a valid insurance certificate naming the City of Torrance as additionally insured, along with an Endorsement for the policy. Organizations may purchase insurance through the City for an additional fee. If you are purchasing insurance through the City please allow up to 2 weeks prior to the first meeting. For quotes or additional information please contact the Facility Booking Office 310-618-5982. Long-term user insurance must be purchased or provided for the calendar year, and a valid certificate with endorsement must be on file.